

## COMPTROLLER OF THE TREASURY

Department or Agency

## HALL OF RECORDS COMMISSION

RECORDS MANAGEMENT DIVISION

RECORDS RETENTION SCHEDULE

## GENERAL OFFICE - MISCELLANEOUS FORMS

Subdivision or Bureau

Schedule Number

1 of 1

Page Number

Item Number	Form Number	Record Title (Show former Schedule and Item Number, if any)	A. Number of Copies		Retention of Record Copies (Dispose of <u>nonrecord</u> material when no longer needed by office)
			B. Distribution		
			A.	B.	
1	X-1	Request to Establish Special Bank	5	White - General Office White - To Treasurer White - Auditor White - Agency	Permanent Agency Retention Schedule Agency Retention Schedule Agency Retention Schedule
2	X-3	Individual Request for Out-of-State Travel	4	White - General Office White - General Office White - General Office White - Budget and Procurement	3 years, audit, destroy Nonrecord Nonrecord Agency Retention Schedule
3	X-4	Claims for Refund of Tax Erronious- ly paid the State	2	White - General Office White - General Office	7 years, audit, destroy Nonrecord
4	X-5	Expense Account	1	White - General Office	3 years, audit, destroy
5	X-10	Authorization to Approve Transmitt- als (Signature Card)	1	White - General Office	Permanent or until replaced then destroy
6	✓ X-11	Time Reports	1	White - General Office	3 years, audit, destroy
7	✓ X-14	Leave Request	1	White - General Office	3 years, audit, destroy
8	○ X-15	Employment Record	1	White - General Office	Permanent
9	X-20	Investment Register Card	1	White - General Office	3 years, audit, destroy

Agency, Division or Bureau Representative

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*Michael J. Potthast*  
Signature

Chief, General Accounting Division  
Title

4/29/70  
Date

*Morris L. Radcliff*  
Archivist

5/1/70  
Date  
*Candace H. Smith*  
Secretary

Date: